

MICHIGAN FAMILY INDEPENDENCE AGENCY		Item 1201	Page 1
Community Services Policy Manual	SUBJECT Earned Income Tax Credit Program: PROGRAMMATIC and NARRATIVE REPORTING		EFFECTIVE DATE 01/20/04 ISSUE DATE 03/08/04

REFERENCES:

- CSBG Earned Income Tax Credit Program (CSBG-E) – Planning Instructions
- CSBG-E – Grantee Funding Agreement, Section I., Item H. – Reporting Requirements

PURPOSE:

To provide CAAs with instructions and requirements for reporting activity under the CSBG-E Program.

POLICY:

Reports will be required to satisfy state and local management needs. The grantee is required to complete and submit the Earned Income Tax Credit Program, Programmatic and Narrative Report, FIA-304, by the dates listed below. See Item 202 for the form.

Instructions:

Section I. A, B & C: (Report Due May 15, 2004 and July 31, 2004)

The grantee will indicate: The total number of households served; the total number of household members benefiting; the number of forms completed, returns/forms e-filed and total amounts to be credited and refunded; and the number of volunteer hours contributed to the program.

Section II: (Report Due July 31, 2004)

The grantee shall describe any special “success” stories, attributed to the EITC program, experienced by its clients. Note: Such stores will be included in FIA’s report to show the statewide impact of the work of the CAAs as well as to promote EITC filing by Michigan’s low-income citizens.

Section III. A, B & C: (Report Due July 31, 2004)

The grantee will indicate significant accomplishments and significant problems encountered during the administration of the project as well as identify any recommendations to improve implementation of this program in the future.

Section IV. A & B: (Report Due July 31, 2004)

The grantee will attach a copy of any outreach materials developed for the implementation of the program, will explain how the materials were distributed and will identify any community providers that referred clients to the grantee for tax services.

Reports shall be submitted to the grantee’s FIA grant manager by posted mail, or electronically by email, to:

Family Independence Agency
 Community Services
 Grand Tower, Suite 1314
 P.O. Box 30037, 235 South Grand Avenue
 Lansing, Michigan 48909